

**RFP-10-10**  
**Assessment Services of Large Industrial Facilities**  
**For the**  
**Department of Local Government Finance (DLGF)**

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The DLGF will be seeking through an upcoming RFP, (10-10), responses from vendors who are capable of providing assessment services of large industrial facilities. The specific scope of work may include conducting the assessment of four large industrial complexes located in Lake County, Indiana and one large industrial complex located in Porter County, Indiana to arrive at the market value-in-use for each of the four large industrial complexes in Lake County, Indiana, and the one industrial complex located in Porter County, Indiana as part of the general reassessment of real property to be completed for the March 1, 2012 payable 2013 assessment date.

When the RFP is released publicly, it will be posted at:  
<http://www.in.gov/idoa/proc/bids/rfp-10-10/>

A question deadline and a proposal deadline will be listed in Section 1.6. Submission of all written questions will be due to the Procurement Division office ([rfp@idoa.in.gov](mailto:rfp@idoa.in.gov)) no later than 3:00 p.m. ET on the date established within the RFP.

Submission of all proposal responses will be due at the Procurement Division office no later than 3:00 p.m. ET on the date established within the RFP.

**Secretary of State**

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The

Respondent must indicate the status of registration, if applicable, in this section of the proposal.

### **Department of Administration, Procurement Division**

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana. Respondent may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder.

Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, [aredding@idoa.in.gov](mailto:aredding@idoa.in.gov), or you may reach her by phone at (317) 234-3542.

### **INDIANA ECONOMIC IMPACT**

All companies desiring to do business with state agencies must complete an "Indiana Economic Impact" form (Attachment C). The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

## **BUY INDIANA INITIATIVE/INDIANA COMPANY**

It is the Respondent's responsibility to confirm its Buy Indiana status for this portion of the process. If a Respondent has previously registered its business with IDOA, go to <http://www.in.gov/idoa/2464.htm> and click on the link to update this registration. Click the tab titled Buy Indiana. Select the appropriate category for your business. Respondents may only select one category. Certify this selection by clicking the check box next to the certification paragraph. Once this is complete, save your selection and exit your account.

Respondents that have not previously registered with IDOA must go to <http://www.in.gov/idoa/2464.htm> and click on the link to register. During the registration process, follow the steps outlined in the paragraph above to certify your business' status. The registration process should be complete at the time of proposal submission.

### **Defining an Indiana Business:**

"Indiana business" refers to any of the following:

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.

Respondents claiming this status must indicate which of the provisions above qualifies them as an Indiana business. They must also fully complete the Indiana Economic Impact Form (Attachment C) and include it with their response.

The following is the policy concerning items 4 & 5 described below. Appropriate documentation must be provided with your proposal response supporting either claim made below:

- (4) A business that makes significant capital investments in Indiana.
- (5) A business that has a substantial positive economic impact on Indiana.

**Substantial Capital Investment:**

Any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

**Substantial Indiana Economic Impact:**

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); it shall qualify as an Indiana business under category #5. If a Respondent needs assistance in determining if its business qualifies under this criterion, please send an email inquiry to [buyindianainvest@idoa.in.gov](mailto:buyindianainvest@idoa.in.gov) and you will receive a response within forty-eight (48) hours. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

**Minority & Women Owned Business (MWBE) Enterprise  
Participation Information**

(Complete details can be found in Section 1.21 of the RFP and on Attachment A of the RFP)

- The established goals for this RFP will be 8% minority business and 8% women owned business
- Proposed MWBEs must be certified with the State of Indiana and must meet the following criteria:
  - Must be listed on the IDOA Directory of Certified Firms
  - Each firm may only serve as once classification – MBE or WBE
  - A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement
  - Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement
  - Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
  - Must be used to provide the goods or services specific to the contract
  - National Corporate Diversity Plans are generally not acceptable

- \* Attachment A (MWBE Enterprise Subcontractor Commitment Form) must be submitted.

This form needs to be very specific.

Must include the total bid amount, sub-contract amount and percentage, description of the services to be provided by the proposed subcontractor and estimated time frame for the use of their services.

- \* Commitment Letters

These letters must be provided by the subcontractor on their company letterhead.

They must reference and match the subcontract amount as stated on Attachment A and will include the description of services and/or goods to be provided and the approximate date of work to be performed by the proposed subcontractor.

The MWBE Vendor Directory can be found at:

<http://www.in.gov/ido/2352.htm>

